



City of Austin - JOB DESCRIPTION



Assistant Director, Business Support Services

FLSA:	Executives/2	EEO Category:	(10) Official/Adm
Class Code:	10800	Salary Grade:	E00
Approved:	August 09, 1999	Last Revised:	May 14, 2008

Purpose:

This position directs the operation of the Utility's administrative and support services program area including financial services/auditing, budgeting/accounting, human resources, training, safety, information technology, and customer service. This executive level position reports to the Director of Water & Wastewater Utility.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Provide oversight and administrative duties related to budget development, financial reporting, rate development and analysis, auditing, asset management and facility maintenance.
2. Provide oversight for Utility water billing services, meter maintenance, and tap sales/inspection and retail customer services.
3. Provide oversight for all human resources, training, and safety services.
4. Provide oversight for Utility information technology services.
5. Actively participate on assigned internal committees; remain involved with community activities and professional organizations; attend Water & Wastewater Commission and City Council meetings and other meeting with customers.
6. Conduct performance appraisals with all direct reports.

Responsibilities - Supervisor and/or Leadership Exercised:

None.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

The successful candidate must have proven abilities in directing a large multi-disciplinary staff responsible for complex administrative and financial projects, requiring organizational, presentation, and management skills.

Minimum Qualifications:

Requires graduation from an accredited four-year college or university with a Bachelor's degree in Arts or Science in Business Administration, Accounting, Finance, Public Administration, or a closely related field plus seven (7) years of administrative experience required with at least three (3) years in a managerial capacity.
CPA preferred.

A master's degree in the fields above may be substituted for two (2) years of the required non-supervisory experience.

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.